Weekly Management Status Meeting Agenda
May 30, 1995

Brewster Kahle
WAIS Inc Confidential
bronto:bronto1:wais inc docs:meetings:company meetings:statusmeetings

12Noon-12:30 p.m.
First floor conference room
Lunch provided.

Attending:
      Brewster Kahle
      Edy Henderson
      Pat Greer

Remote:
      Kevin Oliveau

General questions, issues: 10 minutes

Date: Tue, 30 May 95 13:10:30 PDT
Mime-Version: 1.0
To: brewster, deanna, nick, kevin, pgreer, bruce, john, rnd
From: edy@wais.com (Edy Henderson)
Subject: Status

ISSUES:

HP and SCO need to be installed on net today to meet the 5/31 release schedule.

ACCOMLISHMENTS:

Put final touches on WAISgateII for release.
Edited documents for WAISserver2.1 release.
Updated Z39.50 register of implementors.

Updated Internationalization spec.
Did growth planning for Development for AOL meetings.

Ordered Remedy bug track tool.
Interviewed several candidates.

PLANS

Integrated docs with pictures.
Finish WAISserver2.1 release.
Update and prioritize plans for WAISserver3.0
Recruit.

Mime-Version: 1.0
Date: Tue, 30 May 1995 10:49:37 -0800
To: deanna@wais.com (Deanna Weber)
From: pgreer@wais.com (Pat Greer)
Subject: Status

Week of 5/29

Project: LDC
        Claude & Fen making good progress. Should be finished by Friday.
        Customer training put off until middle of next week some time. Day
is TBD.
        Claude has been exceptional on this project.

Project: NYT
        Portion of spec that describes Archive Search function to be in
final draft by COB today. This is the last step in Spec writing. Customer
will then meet with Bruce regarding renegotiating price.
        Peter continues to work, although motivation is getting weak. John
Sweat has not developed much knowledge of NYT yet, mostly been getting
input on CMP. This will have to be watched closely over the rest of the
week.

Upcoming Projects: DataTimes, Times Mirror Mags

Issues:
        Personnel structure. Can we implement three or four Production
Services teams as outlined by Meikle and myself? We can tune the structure
after we see if the team approcah we developed works.

        Training/Infrastructure. Production Services people have been
having a very good discussion regarding the Production Services Development
Environment. We need to designate a person (Claude) to take official
leadership responsibility for this area.

        We can't afford to wait the extra week for the AOL meeting to start
putting our structure in place. We know we have to grow by an order of
magnitude, the only real issue is how fast do we do it. The first steps are
the same regardless of the shape of the curve.